NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA

February 10, 2012
1:00 PM- 4:00 PM
Senior Center
Santa Clara Pueblo, NM

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES for *January 6, 2012*
7. PUBLIC COMMENTS

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

A. **Mid-Year Budget Review and Adjustment to 5316 Funding, as Recommended from the NCRTD Finance Subcommittee:** *Sponsors:* Anthony Mortillaro, NCRTD Executive Director and Kelly Muniz, NCRTD Financial Manager. *Attachment*

B. **Approval of Resolution 2012-04: FY 12 Budget Increase for 5316 Funding:** *Sponsors:* Anthony Mortillaro, NCRTD Executive Director and Kelly Muniz, NCRTD Financial Manager. *Attachment*

C. **Approval of Resolution 2012-05: FY 12 Budget Increase for the Jim West Transit Center:** *Sponsor:* Anthony J. Mortillaro, NCRTD Executive Director. *Attachment*

D. **Demand Response and Para-Transit Service Expansion, as Recommended from the NCRTD Finance Subcommittee:** *Sponsors:* Anthony Mortillaro, NCRTD Executive Director and Ivan Guillen, NCRTD Regional Operations Manager. *Attachment*

E. **Approval of Resolution 2012-06: Adoption of the NCRTD Fuel Card Policy:** *Sponsors:* Anthony J. Mortillaro, NCRTD Executive Director and Ivan Guillen, NCRTD Operations Manager. *Attachment*

F. **Performance Goals and Objectives of the Executive Director: For September 2011 – June 2012:** *Sponsor:* Anthony J. Mortillaro, NCRTD Executive Director. *Attachment*

DISCUSSION ITEMS:

G. **Update of the Jim West Regional Transit Center:** *Sponsors:* Anthony J. Mortillaro, NCRTD Executive Director and Mitch Davenport, Project Manager for the Jim West Transit Center

H. **Financial Report for January 2012:** *Sponsors:* Anthony J. Mortillaro, NCRTD Executive Director and Kelly Muniz, NCRTD Financial Manager. *Attachments*

I. **Finance/Regional Coordination & Consolidation Subcommittee Report:** *Sponsors:* Finance Subcommittee Chairman Tim Vigil and Anthony J. Mortillaro, NCRTD Executive Director. From January 27, 2012 meeting. *Attachment*

J. **Executive Report for January 2012 and Comments from the Executive Director:**
- Discussion of Los Alamos County's Progress Through Partnership Program and the NCRTD's Funding Submittal. *Sponsor:* Anthony J. Mortillaro, NCRTD Executive Director. *Attachment*

MATTERS FROM THE CHAIRWOMAN

MATTERS FROM THE BOARD

MISCELLANEOUS

NEXT BOARD MEETING: March 2, 2011 at 1:00 pm.

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language Interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-438-3257 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

North Central Regional Transit District
Board Meeting
Friday, January 6, 2012

CALL TO ORDER:

A regular monthly meeting of the North Central Regional Transit District Board was called to order on the above date by Chair Rosemary Romero at 1:13 p.m. at the St. Vincent- Hospital, Southwest Conference Room, Santa Fé, New Mexico.

1. **Pledge of Allegiance**

2. **Moment of Silence**

3. **Roll Call**

Roll call indicated the presence of a quorum as follows:

Members Present:	Elected Members	Alternate Designees
Los Alamos County	Councilor Geoff Rodgers [T]	Anne Laurent
Taos County	Commissioner Dan Barrone [T]	
Santa Fé County		Commissioner Danny Mayfield
Rio Arriba County	Commissioner Barney Trujillo	
Ohkay Owingeh		
Pojoaque Pueblo		
San Ildefonso Pueblo		
Santa Clara Pueblo		Ms. Mary Lou Valério (Quintana)
Tesuque Pueblo		

City of Santa Fé	Councilor Rosemary Romero	Mr. Jon Bulthuis
City of Española	Councilor Robert Seeds	

Staff Members Present
Ms. Cynthia Halfar, Executive Assistant
Ms. Kelly Muniz, Financial Director
Mr. Tony Mortillaro, Executive Director
Ms. Linda Trujillo, Service Development & Projects Manager
Mr. Mitch Davenport, Project Manager for the Jim West Transit Center
Mr. Peter Dwyer, Counsel for NCRTD

Others Present
Mr. David Harris, NMDOT
Mr. Bob Sarr, Santa Fé
Mr. Farley Vener, Hinkle & Landers CPA
Mr. Andrew Jandáček, Santa Fé County
Ms. Judith Amer, City of Santa Fé
Ms. Jill Carothers, Los Alamos County
Mr. Pablo Sedilla, Senator Bingaman's Office

NOTE: Because it was a religious holiday for tribes and pueblos, all representatives of tribes and pueblos were excused from attendance at this meeting.

4. Introductions

Those present introduced themselves.

5. Approval of Agenda

Councilor Seeds moved to approve the agenda as presented. Ms. Quintana seconded the motion and it passed by unanimous voice vote.

6. Approval of Minutes for December 2, 2011

Chair Romero moved to approve the minutes for December 2, 2011 as presented. Commissioner Trujillo seconded the motion and it passed by unanimous voice vote.

7. Public Comments

There were no public comments.

ACTION ITEMS FOR DISCUSSION/APPROVAL:

A. Presentation and Acceptance of the FY 2011 Audit

Mr. Vener presented the 2011 Audit Summary using a power point presentation. This is the first time NCRTD has been caught up on audits. This was his third presentation. There were 22 audit adjustments made.

Mr. Bulthuis arrived at this time.

Commissioner Mayfield asked if the audit was by calendar year or fiscal year.

Mr. Vener said the audits were all based on the fiscal year, July 1 - June 30.

Mr. Vener went over the unresolved findings with the Board.

Ms. Muniz reported that the agency's debit card was canceled in April.

Mr. Vener said the per diem policy was unresolved and there were some missing signatures on some disbursements made in the past. The cell phone policy was a finding.

There were no current year findings. He explained that the audit opinion was unqualified.

Chair Romero publicly acknowledged Ms. Muniz's hard work to get this achievement. She noted that the NCRTD audit was now on the state auditor's web site.

Ms. Muniz corrected her. They received the official letter yesterday so it would be on the web site in a couple of weeks.

Councilor Seeds asked how the unresolved findings were being addressed.

Mr. Mortillaro said they had put in the appropriate controls. Reimbursement for travel was now addressed in the new policy. There were just three documents in 2010 without signatures. Since then there have been none. There were checks that required two signatures that only had one and the policy was changed to always require two signatures on checks now.

He said they put in the appropriate controls for cell phone use and there were only six cell phones in the whole agency.

Councilor Seeds said the Board would review the policy in a year's time to make sure it was working.

Commissioner Mayfield asked if the computer program included automatic signatures.

Mr. Mortillaro said no - all check signatures were made manually.

Chair Romero thanked Mr. Vener for presenting the audit to the Board.

Commissioner Mayfield moved to accept the audit as presented. Councilor Seeds seconded the motion and it passed by unanimous voice vote.

B. Long Range Financial Plan and Task Force Recommendation

Mr. Mortillaro presented the Long Range Financial Plan to the Board using a power point presentation. He explained that this provided an opportunity to allow the District to look ahead and anticipate changes over the next ten years.

The Board has talked about allocation strategy and he had presented some options to the Board. At that time, the Board authorized a task force to work with him to find a methodology that would work and then would present a recommendation to the Board.

There were 3 scenarios they constructed after examining 8-9 possible scenarios. They addressed possible changes in GRT revenue over the next 5-6 years. Fares could be charged in the future. They anticipated about a 3% increase in GRT revenue each year. He explained that GRT allocations to member entities were the biggest expense each year. $1.8 million went to the NM Rail Runner and $900,000 to the City of Santa Fé.

He portrayed the three scenarios which pictures the worst case, moderate case and best case and projected the consequences out to 2021. Worst case would impact the Rail Runner, Santa Fé Trails and Atomic City Transit. The moderate scenario suggested they could operate until 2017.

Commissioner Mayfield asked what would happen in dire straits.

Mr. Dwyer said they agreed to the reserve requirements through the state and through the Los Alamos County contract. The worst case called for reduced federal support by 30% and counties by 30%. If that happened, would they would continue to make the same allocations to the Rail Runner, Santa Fé Trails and Atomic City Transit and would have to cut back our own services.

Councilor Seeds asked if the District had contracts with them.

Mr. Mortillaro said they had one with the Rail Runner. The District had a resolution the Board passed for 50% of the Santa Fé County allocation to go to the Rail Runner.

Mr. Dwyer recalled they had a big dispute over the allocation and attempts were made to resolve the Santa Fé issues and it never came to fruition. So they did try to get contracts in place.

Chair Romero said the point wasn't to pit one group against another but to figure out where to reduce. They would try to find the scenario that would best meet everyone's needs.

Mr. Mortillaro agreed and in all of the scenarios, the regional partners were also being hit.

Councilor Seeds said his vision was that we would all support each other. That's my vision.

Mr. Mortillaro said the Best Case Scenario assumed level federal funding and a Los Alamos contribution for the next five years. It would allow continued attention to capital needs. If federal funding was 80/20 the District could consider expansion of routes.

Ms. Laurent thought this didn't make clear the Los Alamos contribution for 5 years.

Mr. Mortillaro said they could add that to the best and moderate scenarios.

Mr. Mortillaro went to the financial strategy that included:

- maintain adequate reserves
- equipment replacement reserve
- one-time revenues for one-time expenses
- stay faithful to district long term goals.
- be careful with reductions of revenue in good times.
- take long term perspective
- review operating cost recovery mechanisms and fare policy.
- review cost sharing opportunities.
- use reserves sparingly and don't go below 25%
- balance low ridership services.

They did a customer satisfaction survey and Mr. Mortillaro would bring a report on it in near future. Initial results were very positive.

He announced that The New Mexican would be doing a story on RTD services.

Ms. Amer asked, since federal funding was so critical, what the District was doing to maximize that. She said the District needed to be aggressive with it.

Mr. Mortillaro said they were working with the New Mexico delegation.

Mr. Sedillo commented on the efforts. The New Mexico delegation worked as a legislative team, looking at existing funding that would be appropriate to continue. They have had some success in funding projects in northern New Mexico. New Mexico was the only state that had an office to coordinate funding for the state. That was why he was here - to listen and find out what the needs were.

Mr. Mortillaro said they also needed to be visible at the national conferences (3 trips out of state including to DC).

Mr. Dwyer asked if they were likely to be cut because the District was small and rural here in New

Mexico.

Mr. Sedillo said they joined with other rural states to achieve equity in funding.

Mr. Harris said DOT was active with PASHTO and State Affairs Committee and the National Transportation Association. They had power with Congress. Those meetings were important from a funding perspective. He anticipated a compromise to avoid drastic cuts and trying to keep funding level. The $1.95 million kept them going.

Mr. Mortillaro said they needed a consolidation review for the four county area. It was difficult and painful but they needed to look at it in the future to assure constituents they were being careful with resources.

Mr. Mortillaro asked the Board to accept the report. At consideration of budget the Board would see it again.

Ms. Laurent endorsed staff participation in collaborative efforts. It was a useful document for us. Councilor Seeds brought up the issue of having to address it anyway so it was good to have the long range agreement ahead but it was hard because of all the moving parts and changes that happen.

Chair Romero said the City of Santa Fé saw this Task Force as the ideal of how to operate and develop items cooperatively. It was good for Dr. Moore who was new. With 30% federal funding, they would need to do everything possible to keep that and maximize their exposure to legislators.

Mr. Mortillaro said he had been working on it almost a year now.

Commissioner Trujillo moved to accept the plan. Councilor Seeds seconded the motion.

Ms. Laurent asked for friendly amendment to include the 5 year period of Los Alamos contribution.

Commissioner Trujillo accepted it as friendly and the motion passed by unanimous voice vote.

C. Approval of Resolution 2012-01: Adoption of a Disadvantaged Business Enterprise Policy

Ms. Trujillo presented this item. She explained that a written DBE program was required of federal funds recipients. These were direct grants directly from FTA over $250,000. We fall under the DOT policy for funds through DOT but on these that were direct, we have to have our own policy to receive money and stay in good standing. They have been reviewed by Mr. Dwyer.

Councilor Seeds asked if the Board had to do this every year.

Ms. Trujillo said it was subject to 3 year review. The Title VI policy also had a limited English proficiency policy for other languages in our service area. She said they were doing English and Spanish.

Councilor Seeds moved to approve the resolution. Commissioner Trujillo seconded the motion and it passed by unanimous voice vote.

D. Approval of Resolution 2012-02: Adoption of a Title VI Policy

Councilor Seeds moved to approve the resolution. Commissioner Trujillo seconded the motion and it passed by unanimous voice vote.

E. Approval of Resolution 2012-03: Authorizing the NCRTD Staff to Seek Funding at the 2012 New Mexico Legislative Session

Commissioner Trujillo moved to approve the resolution. Councilor Seeds seconded the motion.

Commissioner Mayfield asked if they were contracting out for the session.

Mr. Mortillaro said he could not be out there all the time.

Chair Romero understood and add that we need to keep ourselves up on it.

Commissioner Mayfield said his thought was to not hire someone who was representing a competing district.

Mr. Mortillaro said they sent out the request to six individuals and didn't see a conflict.

Councilor Seeds agreed the District needed to be first on their list. Mr. Mortillaro agreed.

The motion passed by unanimous voice vote.

DISCUSSION ITEMS:

F. Update of the Jim West Regional Transit Center

Mr. Davenport reported that the building was moving along well. Soil was big issue. He put together a matrix with 5-6 scenarios and materials they could use to finish the parking lot and portrayed costs and savings of each - concrete, current asphalt design and the ionization of clay soils used around the world.

The least expensive and fastest was the ionization treatment. So he got an engineer to tell us if it would work. Walker Engineering prepared a report and said it would work. Our clay soil didn't quite meet the standard and they could bring in enough clay to make sure it would meet the standard.

He went to the general contractor to put together a price. He had hoped to tell the Board at this meeting

what they would do but didn't yet have it. If the prices came back good, he thought they had done the due diligence to meet it and in the end would have an asphalt parking lot. He believed this would give a better product. He hoped to have the prices today and when he got them, he would meet with Mr. Mortillaro and quickly get it done.

Commissioner Trujillo asked if this was the one used globally but not much in the states.

Mr. Davenport said it had been used limited here but it put less toxins in the ground than asphalt.

Commissioner Trujillo said when he drove by he didn't see apparent work.

Mr. Davenport said it was all going on inside right now.

Mr. Mortillaro said once they decided, the work would go quickly. They did have some frozen ground right now. With some of the options the cost would go up 65% and that was outrageous. The change order that came in closest was this option. They were trying to finesse the change orders to make it work. But right now all he had were the projected costs Mr. Davenport provided - not from the contractor.

Commissioner Trujillo asked if there was a time frame.

Mr. Davenport said as soon as they got the prices, all the parts were in place. He wanted their CEO (of the product) to be on site when they did it. He was flying in next week and he hoped to get it done while he was here but the general contractor was hesitant. If not, he would find out when he could come back.

Mr. Mortillaro said there were some parts for which he didn't need to be here.

Chair Romero said it sounded like it was moving forward.

Mr. Mortillaro agreed but if this didn't work they might have to call a special meeting.

Commissioner Mayfield asked when the building was to be completed.

Mr. Davenport said it was to be done in three weeks. There was a pending request from a subcontractor for a small extension.

Commissioner Mayfield asked if the board could come see it and put the staff in the building to avoid paying rent anymore.

Mr. Mortillaro said City of Española had been very flexible but they had to have a staff parking area. They were working on facilitating occupancy.

Commissioner Mayfield asked if there was a warranty with this product.

Mr. Davenport said it was a typical warranty.

Councilor Seeds said they were going to have to discuss it.

Mr. Davenport said they determined for engineering and cost that the ionization was the best treatment. It was actually better than asphalt for groundwater and environment.

Councilor Seeds knew that almost all of them in that area were asphalt.

Chair Romero understood Mr. Davenport had a plan in place and it was moving. The inside was going faster than the outside.

Commissioner Trujillo asked if this change order would have a one year warranty.

Mr. Davenport agreed; it was all one year - that was state law.

Commissioner Mayfield asked if they would get a separate warranty for that product.

Mr. Davenport said the short answer was no but he could investigate beyond that. The manufacturer's warranty was based on the application.

Ms. Amer asked if there was a performance bond from the contractor. Mr. Davenport agreed.

Commissioner Trujillo asked how would it compare with patching up the asphalt.

Mr. Mortillaro said the asphalt was all removed.

Mr. Davenport added that the engineer would tell you it would fail almost immediately.

Commissioner Trujillo clarified his question was about patching when it fails.

Mr. Mortillaro said the ballast estimate was $1 million and the ionization was $400,000.

Councilor Seeds asked what the original price was for the parking lot.

Mr. Davenport didn't remember but thought it was around $200,000.

Commissioner Mayfield asked if removal of the existing lot was part of the original agreement. Mr. Davenport said it was and reuse of millings. The soils report from two years ago said it was all clay and not to let them get wet.

Councilor Seeds asked if taking the parking lot out of the contract was still possible.

Mr. Mortillaro said that was still one of the options. It was problematic because it also included the sidewalks and all the landscaping.

Councilor Seeds needed to know what the numbers were.

Mr. Mortillaro didn't anticipate this discussion and didn't have those numbers. But he needed to stay within budget and if not, he would come back. Right now it was not over budget.

Chair Romero asked Mr. Mortillaro to email all the information when possible and if it would go over budget, to bring it back to the Board. Mr. Mortillaro agreed.

Mr. Mortillaro explained that to get a price on concrete would require an expensive engineer design first.

G. Financial Report

Ms. Muniz presented the report which was included in the packet. Los Alamos revenue came in quite a bit less than anticipated. At six months the District had 32% of budgeted revenue. She would be coming back in February for the midyear budget corrections. Administration was 45%, Operations - 33% and Capital at 54%.

Commissioner Mayfield asked if the District was on month to month on the Santa Fé office lease. Ms. Muniz agreed.

H. Executive Report for December 2011 and Comments from the Executive Director

Mr. Mortillaro had no comments on the report which was included in the packet.

MATTERS FROM THE CHAIRWOMAN

Chair Romero announced that Ms. Quintana stepped up to chair the Tribal Subcommittee. She thanked Ms. Quintana for agreeing to chair it.

Commissioner Mayfield moved to approve the appointment. Commissioner Trujillo seconded the motion and it passed by unanimous voice vote.

Chair Romero said at the previous meeting Councilor Wismer stepped down as Secretary/Treasurer and Mr. Rodgers offered to step in as interim Secretary/Treasurer until a permanent one was elected.

Chair Romero moved to approve Councilor Rodgers as interim Secretary/Treasurer. Councilor Seeds seconded the motion and it passed by unanimous voice vote.

MATTERS FROM THE BOARD

Commissioner Mayfield asked why, if an alternate was present would the minutes show that they were

absent.

Mr. Mortillaro explained that when they did the summary of attendance, it showed the entity as being present.

Chair Romero asked that it be done that way in the minutes.

Commissioner Mayfield asked about the solution for the vehicle being full on the Edgewood route and what the CDL requirements were.

Mr. Mortillaro explained that buses below the threshold capacity didn't require CDL for the driver. There was some interest in allowing a rider to get a CDL in order to use a larger bus.

Commissioner Mayfield asked if the District could pay for a CDL license if they had enough riders to warrant it. He suggested paying for a CDL trainer to come in and train them.

Ms. Trujillo said that to date all the drivers had come with their own CDL at their own cost. She found it was expensive. It would cost $2,600 for a four week class in Roswell or Albuquerque. Participants would have to take leave from their present job in order to take the course. There were lots of things she had considered and would like to find a way.

Mr. Mortillaro said the District Fleet Manager was a CDL Evaluator.

Ms. Trujillo agreed he could train but he could not certify or test.

Mr. Mortillaro said the course was 80 hours. There were different cost factors.

Commissioner Mayfield thought they should at least offer the opportunity for getting their CDL. He asked if there was any continuing educational requirement.

Ms. Trujillo said it was a physical and renewal every four years. The District insurance paid for their physical.

Chair Romero announced that Mr. Mortillaro was on the County Commission agenda next Tuesday and might have something to include.

Commissioner Mayfield asked if the District got an insurance cost break with a CDL licensed driver in smaller bus.

Mr. Mortillaro said no because the District was self insured through the New Mexico Municipal League.

CLOSED SESSION: Pursuant to NMSA 1978 § 10-15-1.H (2) to discuss limited personnel matters.

Chair Romero moved to go into executive session pursuant to NMSA 1978 § 10-15-1.H (2) to discuss limited personnel matters. Councilor Seeds seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Santa Clara Pueblo, City of Santa Fé and City of Española voting in favor and none voting against.

The Board went into executive session at 3:30 pm.

At 3:50 pm the Board decided to return to open session.

Chair Romero moved to return to open session. Councilor Seeds seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Santa Clara Pueblo, City of Santa Fé and City of Española voting in favor and none voting against.

MATTERS FROM THE BOARD (continued)

Councilor Seeds asked for the Executive Director to bring the policy for gas card use to the next meeting. Mr. Mortillaro agreed.

Commissioner Mayfield announced the State Centennial ceremony tonight.

Ms. Quintana offered to host the meeting next time.

MISCELLANEOUS

There were no miscellaneous items.

NEXT BOARD MEETING: February 3, 2012 at 1:00 p.m.

ADJOURNMENT

Having completed the agenda and with no further business to come before the Board, the meeting was adjourned at 3:51 pm.

Approved by:

_____
Rosemary Romero, Chair

Attest:

_____
Geoff Rodgers, Interim Secretary

Submitted by:

_____
Carl Boaz, Stenographer

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 10, 2012

Agenda Item # A

Title: Mid-Year Budget Review and 5316 Funding Change

Prepared By: Kelly Muniz, Finance Manager

Summary: The staff will present to the Board the FY12 Mid-Year Budget Review and a funding change to the 5316 grant award from the NM Department of Transportation.

Background: The NCRTD operates on a State Fiscal year of July 1 to June 30 each year. Each year a budget is presented to the board for approval and approximately half way through the year the staff will brief the Board on the performance of the budget-to-date as well as present any mid-year adjustments that might be required.

With regards to the 5316 (Job Access Reverse Commute) funds that the District receives from the NM Department of Transportation (NMDOT) there was a change that the NMDOT instituted this year. They are re-aligning the 5316 JARC funds with the Federal Fiscal Year of Oct 1 to Sept 30; as a result this will extend 5316 funding through Sept. 30, 2011 and increase the amount of funds for this 3-month period.

In June of 2011the Board approved our FY12 Budget. This budget included $303,910 of JARC funds. These funds were to be spent during the period of July 1 to June 30 at the time the Board approved the budget.

Also in June of 2011 the NMDOT decided to realign the 5316 funds with the federal fiscal year so they allocated the District an additional $75,978 in funding due to this change. These funds are to be used to cover our July 1, 2011 – Sept 30, 2011 - 5316 expenses.

This means that the $303,910 the Board approved for 5316 budget expenditures is to be spent during the Oct 1 – Sept 30 timeframe.

At the Finance Sub-Committee meeting on January 27, this matter was presented for the Committee's review. The Committee unanimously recommended that this request be brought to the Board at the February 10, 2012 meeting.

Recommended Action: It is recommended that the Board authorize this budget adjustment for the 5316 budget in the amount of $75,978.

Options/Alternatives: The following options are available for consideration:

1. The Board approves the requested budget increase and considers adoption of a resolution providing a Budget Adjustment Request for submittal to the New Mexico State Department of Finance and Administration.

2. Take no action which may result in a lack of 5316 funds to cover July 1 – Sept 30 of the FY13 budget

Fiscal Impact: Currently without this budget increase it is likely that the District will have to expend all of the 5316 funds during FY12. This change from State to Federal years implies that the District will need to re-think how it expends the 5316 funds due to the two different fiscal years.

Attachments:
Mid-Year Budget Spreadsheet

North Central Regional Transit District
Summary Budget Comparison
From 7/1/2011 Through 12/31/2011

Account Type	Account Code	Account Title	Original Budget	YTD Actual as of 12/31/2011	YTD Budget Variance
REVENUE					
REV	4452000	Federal Grants	2,654,582.00	239,859.67	(2,414,722.33)
REV	4455000	Member Local Match	679,173.00	0.00	(679,173.00)
REV	4545000	Tax Revenues	7,075,929.00	2,435,701.65	(4,640,227.35)
REV	4641000	Advertising Sales	5,000.00	0.00	(5,000.00)
REV	4642000	Insurance Proceeds	0.00	0.00	0.00
REV	4452001	Tribal Transit Grants	0.00	4,749.00	4,749.00
REV	4455002	Cash Balance Local Match Distribution (LA Contribution)	0.00	600,000.00	600,000.00
REV	4503000	Interest-Savings, Short-term CD	0.00	1,170.83	1,170.83
REV	4643000	Miscellaneous Revenue	0.00	8,176.67	8,176.67
REV	4649000	Charter Service Revenue	0.00	381.13	381.13
REV	4721000	Fares	0.00	3,877.27	3,877.27
REV	4642000	Insurance Proceeds	35,000.00	0.00	(35,000.00)
Total REV			**10,449,684.00**	**3,293,916.22**	**(7,155,767.78)**

North Central Regional Transit District
Summary Budget Comparison
From 7/1/2011 Through 12/31/2011

Account Type	Account Code	Account Title	Original Budget	YTD Actual as of 12/31/2011	YTD Budget Variance	Funds Encumbered for Future Use	UNENCUMBERED BUDGET
ADMINISTRATION							
EXP	6110105	Director	100,000.00	52,980.80	47,019.20		47,019.20
EXP	6110110	Managers	65,936.00	35,619.20	30,316.80		30,316.80
EXP	6110112	Financial Manager	63,726.00	39,423.58	24,302.42		24,302.42
EXP	6110120	Accounting Staff	88,426.00	49,156.80	39,269.20		39,269.20
EXP	6110125	Administrative Assistant	92,716.00	51,157.92	41,558.08		41,558.08
EXP	6110150	Transportation Coordinator	63,726.00	34,416.00	29,310.00		29,310.00
EXP	6110155	Public Works Director	79,222.00	57,649.60	21,572.40		21,572.40
EXP	6110160	Marketing Manager	45,734.00	30,102.91	15,631.09		15,631.09
EXP	6110165	Reserve for Leave Payouts	15,000.00	5,000.00	10,000.00		10,000.00
EXP	6110180	Vehicle Allowance - Benefit	0.00	2,000.00	(2,000.00)		(2,000.00)
EXP	6110205	FICA	45,861.00	24,210.10	21,650.90		21,650.90
EXP	6110210	PERA	54,852.00	26,440.44	28,411.56		28,411.56
EXP	6110215	Health Insurance	90,427.00	48,024.13	42,402.87		42,402.87
EXP	6110220	Unemployment Insurance	6,844.00	509.32	6,334.68		6,334.68
EXP	6110225	Workers' Compensation	8,692.00	1,730.70	6,961.30		6,961.30
EXP	6110230	Other Fringe Benefits	10,047.00	5,640.69	4,406.31		4,406.31
EXP	6110235	Miscellaneous Reserve	51,540.00	0.00	51,540.00		51,540.00
EXP	6110290	Bank Service Charges	0.00	5.20	(5.20)		(5.20)
EXP	6110295	Penalties/Interest	0.00	4,523.00	(4,523.00)		(4,523.00)
EXP	6110315	Postage	2,000.00	615.49	1,384.51		1,384.51
EXP	6110320	Telephone	15,000.00	4,156.14	10,843.86	5,343.86	5,500.00
EXP	6110325	Cell Phone	4,560.00	2,782.22	1,777.78	889.78	888.00
EXP	6110400	Contractual Services	151,100.00	67,000.50	84,099.50	86,755.54	(2,656.04)
EXP	6110405	Audit	35,000.00	43,048.24	(8,048.24)	10,451.76	(18,500.00)
EXP	6110410	Advertising	50,000.00	8,247.27	41,752.73	485.39	41,267.34
EXP	6110415	Advertising-Other	5,000.00	213.92	4,786.08	1,000.00	3,786.08
EXP	6110420	Contractual Services - Other	68,500.00	0.00	68,500.00		68,500.00
EXP	6110425	IT Hardware/Software Support	6,000.00	1,999.00	4,001.00		4,001.00
EXP	6110500	Dues and Subscriptions	6,100.00	1,415.00	4,685.00	229.00	4,456.00
EXP	6110605	Equipment Rental	2,400.00		2,400.00	2,400.00	0.00
EXP	6110610	Equipment Repair & Maintenance	2,500.00	154.71	2,345.29	1,392.29	953.00
EXP	6110615	Computer Repair & Maintenance	6,000.00	3,388.63	2,611.37	1,621.86	989.51
EXP	6110705	Property Insurance	8,294.00	8,294.00	0.00		0.00
EXP	6110710	General and Employee Liability	4,263.00	6,243.00	(1,980.00)		(1,980.00)
EXP	6110725	Vehicle Insurance	2,239.00	5,239.00	(3,000.00)		(3,000.00)
EXP	6110750	Meals and Meeting Expenses	2,000.00	294.96	1,705.04		1,705.04
EXP	6110805	Office Rent	19,200.00	14,400.00	4,800.00	4,800.00	0.00
EXP	6110810	Utilities	5,000.00	1,699.02	3,300.98	1,665.45	1,635.53
EXP	6110815	Janitor	3,426.00	2,921.04	504.96	486.84	18.12
EXP	6110905	Drug and Alcohol Testing	300.00	0.00	300.00		300.00
EXP	6111000	Printing	7,000.00	3,931.49	3,068.51	277.94	2,790.57
EXP	6111105	Office Supplies	19,050.00	9,687.77	9,362.23	997.32	8,364.91
EXP	6111110	Furniture & Equipment under 5K	15,000.00	22,829.16	(7,829.16)		(7,829.16)
EXP	6111115	Janitorial Supplies	4,700.00	0.00	4,700.00		4,700.00
EXP	6111200	Training	3,025.00	2,668.98	356.02		356.02
EXP	6111305	Mileage	5,300.00	1,240.55	4,059.45		4,059.45
EXP	6111315	Per Diem	9,000.00	1,011.90	7,988.10		7,988.10
EXP	6111320	Registration Fees	2,000.00	0.00	2,000.00		2,000.00
EXP	6111330	Misc Expenses	0.00	80.61	(80.61)		(80.61)
Total Administration Expenses			**1,346,706.00**	**682,152.99**	**664,553.01**	**118,797.03**	**545,755.98**

North Central Regional Transit District
Summary Budget Comparison
From 7/1/2011 Through 12/31/2011

Account Type	Account Code	Account Title	Original Budget	YTD Actual as of 12/31/2011	YTD Budget Variance	Funds Encumbered for Future Use	UNENCUMBERED BUDGET
OPERATING							
EXP	6200005	Operating Expense Transfer - Railrunner	1,774,344.00	1,022,784.53	751,559.47		751,559.47
EXP	6200010	Operating Expense - Los Alamos County	1,415,186.00	234,751.41	1,180,434.59		1,180,434.59
EXP	6200015	Operating Expense - City of Santa Fe	967,630.00	292,890.14	674,739.86		674,739.86
EXP	6220105	Supervisors	139,568.00	46,840.00	92,728.00		92,728.00
EXP	6220110	Drivers	881,306.00	419,113.90	462,192.10		462,192.10
EXP	6220115	Driver Overtime	62,400.00	28,207.32	34,192.68		34,192.68
EXP	6220120	Dispatcher	33,618.00	18,301.74	15,316.26		15,316.26
EXP	6220125	Janitor	7,500.00	0.00	7,500.00		7,500.00
EXP	6220130	Maintainer	40,794.00	22,624.00	18,170.00		18,170.00
EXP	6220165	Reserve for Leave Payouts	25,000.00	0.00	25,000.00		25,000.00
EXP	6220200	Fringe Benefits	0.00	4,983.80	(4,983.80)		(4,983.80)
EXP	6110205	FICA	86,773.00	39,226.96	47,546.04		47,546.04
EXP	6110210	PERA	103,789.00	43,213.69	60,575.31		60,575.31
EXP	6110215	Health Insurance	182,700.00	91,338.53	91,361.47		91,361.47
EXP	6110220	Unemployment Insurance	16,106.00	5,709.43	10,396.57		10,396.57
EXP	6110225	Workers' Compensation	73,308.00	48,398.92	24,909.08		24,909.08
EXP	6110230	Other Fringe Benefits	34,491.00	9,580.75	24,910.25		24,910.25
EXP	6110705	Property Insurance	20,706.00	1,633.00	19,073.00		19,073.00
EXP	6110710	General and Employee Liability	14,512.00	16,856.00	(2,344.00)		(2,344.00)
EXP	6110715	Civil Rights	3,500.00	3,310.65	189.35		189.35
EXP	6110725	Vehicle Insurance	74,425.00	51,127.83	23,297.17		23,297.17
EXP	6111000	Printing	0.00	0.00	0.00		0.00
EXP	6111115	Janitorial Supplies	5,000.00	0.00	5,000.00		5,000.00
EXP	6111305	Mileage	700.00	0.00	700.00		700.00
EXP	6111315	Per Diem	1,300.00	672.02	627.98		627.98
EXP	6220235	Miscellaneous Reserve	20,460.00	0.00	20,460.00		20,460.00
EXP	6220305	Cell Phone	5,200.00	394.00	4,806.00		4,806.00
EXP	6220320	Telephone	8,000.00	442.07	7,557.93	138.03	7,419.90
EXP	6220605	Building Maintenance	10,000.00	316.96	9,683.04		9,683.04
EXP	6220610	Maintenance Machinery & Equipment	1,500.00	110.00	1,390.00		1,390.00
EXP	6220615	Utilities	22,500.00	2,984.10	19,515.90	140.18	19,375.72
EXP	6220620	Furniture and Equipment	4,000.00	0.00	4,000.00		4,000.00
EXP	6220630	Insurance/Snow Removal (MA Agora)	6,000.00	3,200.00	2,800.00	2,800.00	0.00
EXP	6220705	Uniforms	10,000.00	0.00	10,000.00	10,000.00	0.00
EXP	6220805	Shop Supplies	9,000.00	3,913.30	5,086.70	1,760.14	3,326.56
EXP	6220810	Physicals	500.00	739.07	(239.07)	215.99	(455.06)
EXP	6220900	Training	2,500.00	0.00	2,500.00		2,500.00
EXP	6221000	Travel	0.00	286.94	(286.94)		(286.94)
EXP	6221105	Fuel	382,001.00	155,061.15	226,939.85	230,395.69	(3,455.84)
EXP	6221110	Cell Tower Rental Fees	5,400.00	0.00	5,400.00	5,400.00	0.00
EXP	6221115	Oil and Lubricants	17,000.00	5,482.54	11,517.46	5,489.72	6,027.74
EXP	6221117	Hazardous Waste Disposal	4,000.00	0.00	4,000.00		4,000.00
EXP	6221120	Replacement Parts	43,000.00	19,280.02	23,719.98	14,430.24	9,289.74
EXP	6221125	Tires	28,000.00	9,894.97	18,105.03	2,214.70	15,890.33
EXP	6221130	Vehicle Maintenance - Repair	92,000.00	31,423.44	60,576.56	19,253.50	41,323.06
EXP	6221135	Painting	5,000.00	3,899.68	1,100.32		1,100.32
Total Operating Expenses			**6,640,717.00**	**2,638,992.86**	**4,001,724.14**	**292,238.19**	**3,709,485.95**

North Central Regional Transit District
Summary Budget Comparison
From 7/1/2011 Through 12/31/2011

Account Type	Account Code	Account Title	Original Budget	YTD Actual as of 12/31/2011	YTD Budget Variance	Funds Encumbered for Future Use	UNENCUMBERED BUDGET
CAPITAL							
EXP	6330105	Buildings	1,226,990.00	699,955.10	527,034.90	277,034.90	250,000.00
EXP	6330115	Furniture & Fixtures	89,109.00	13,831.21	75,277.79	61,477.50	13,800.29
EXP	6330125	Other Capital Expenses	449,679.00	0.00	449,679.00		449,679.00
EXP	6330135	Passenger Bus	870,062.00	771,069.96	98,992.04	600.00	98,392.04
EXP	6330155	Bus Shelters	76,421.00	2,915.94	73,505.06	5,871.00	67,634.06
Total Capital Expenses			**2,712,261.00**	**1,487,772.21**	**1,224,488.79**	**344,983.40**	**879,505.39**
REPORT TOTAL EXPENSES			**10,699,684.00**	**4,808,918.06**	**5,890,765.94**	**756,018.62**	**5,134,747.32**

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 10, 2012

Agenda Item # B

Title: Resolution 2012-04: 5316 Budget Increase

Prepared By: Kelly Muniz, Finance Manager

Summary: This is a resolution to approve the 5316 budget increase.

Background: In order to prepare the budget increase for DFA approval a resolution is needed.

Recommended Action: It is recommended that the Board adopt Resolution 2012-04.

Options/Alternatives: N/A

Fiscal Impact: These are federal funds from the NM Department of Transportation. They increased our FY12 budget to cover the three additional months of the Federal Grant.

NCRTD staff needs to request a budget increase for the additional funds given to us by the NM Department of Transportation due to their changing of the grant timeframes.

Attachments: Resolution 2012-04

North Central Regional Transit District ("NCRTD")

Resolution 2012-04

FY12 Budget Increase for 5316 Funding

WHEREAS, the Governing body in and for the NCRTD was presented a budget increase for the 5316 (Job Access Reverse Commute) funding it receives from the NM Department of Transportation in the amount of $75,978.

WHEREAS, after a public hearing was held, said budget increase was approved on the basis of need and through cooperation with all user departments, appointed officials and other department supervisors; and

WHEREAS, the Board of Directors of the NCRTD, State of New Mexico, hereby adopts the budget increase hereinafter described and respectfully requests approval from the State of New Mexico's Local Government Division of the Department of Finance and Administration.

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the request for a budget increase in the amount of $75,978 for the 5316 JARC Grant be approved and adopted this 10th day of February, 2012.

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Rosemary Romero, Chair

Approved as to form:

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Peter Dwyer, Counsel

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 10, 2012

Agenda Item # C

Title: Resolution 2012-05 Budget Increase for Jim West Transit Center Project Budget

Prepared By: Anthony Mortillaro, Executive Director

Summary: At the February 1, 2012 Special Board meeting a summary of the cost issues were presented to the Board. The requested budget amendment will provide funds for the bid and award of the Silky Road and Bus Parking Construction that were add alternates. It will also reallocate funding from Furniture, Fixtures and Equipment towards the project budget as well. At the aforementioned meeting the Board unanimously authorized a budget adjustment for completion of the add alternates (Silky Road and bus parking area) in the amount of $606,054 from the FY 12 Budget "reserved for capital line item" and $371,032 from the Reserve Fund and an increase in the project budget.

Background: In order to prepare the budget increase for DFA approval a resolution is needed.

Recommended Action: It is recommended that the Board adopt Resolution 2012-05.

Options/Alternatives: N/A

Fiscal Impact: Currently, sufficient funds are available in the Jim West Transit Center construction budget for the Executive Director to award a change order for the revised current design if deemed appropriate. In order to generate these funds it will require the use of approximately $88,777 of the $223,766 in funds that had been set aside for Furniture, Fixtures and Equipment (FFE) for the building. Those items that will not be purchased under this FFE

reallocation total approximately $88,239. These items can be purchased if funds are placed in the FY 13 budget or in other budgetary out years. In addition, the $34,987(allocated for change orders) plus the $250,000 that was added to the budget for the Add Alternates will also need to be utilized to cover previous change orders and this most recent requested change.

The FY 12 budget included $315,022 in the "capital line item reserved for potential capital" such as covering additional building costs or other capital equipment. Based upon the Board's action from the February 1, 2012 meeting a total of $235,022 of these funds is being allocated towards the Add Alternates therefore reducing the amount of additional funds need from the reserve balance to address the approximate $606,054 estimated cost to complete Silky Road and the bus parking area. The additional $371,032 that is needed is being transferred from the reserve funds.

As of this date the projected ending reserve amount for FY 12 is $3,571,850 (inclusive of the $700,000 in restricted reserve funds). The allocation of the amount requested ($371,032) will reduce the total projected reserve amount to $3,200,818. The District will continue to be above the Boards reserve requirement policy of 25% or $2,612,421 for FY 12.

Attachments: Resolution 2012-05

North Central Regional Transit District ("NCRTD")

Resolution 2012-05

FY12 Budget Increase for the Jim West Transit Center

WHEREAS, in the course of constructing the Jim West Transit Center, the NCRTD has determined that project costs may exceed the anticipated and budgeted amount; and

WHEREAS, the Governing body in and for the NCRTD has considered a budget increase for the Jim West Transit Center project budget, in the amount of $606,054.00; and

WHEREAS, after a public hearing was held, said budget increase was approved on the basis of need and through cooperation with all user departments, appointed officials and other department supervisors; and

WHEREAS, the Board of Directors of the NCRTD, State of New Mexico, hereby adopts the budget increase hereinafter described and respectfully requests approval from the State of New Mexico's Local Government Division of the Department of Finance and Administration.

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the request for a budget increase in the amount of $606,054.00 is approved and adopted this 10th day of February, 2012.

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Rosemary Romero, Chair

Approved as to form:

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Peter Dwyer, Counsel

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 10, 2012

Agenda Item # D

Title: Expansion of Demand-Response and Complimentary Para-Transit Service Area

Prepared By: Ivan Guillen, Regional Operations Manager

Summary:

The NCRTD provides demand-response service a 15 mile distance from the Española Park & Ride lot in Rio Arriba County. The NCRTD provides "tripper" service for students that live in the Española School District and attend school in the Pojoaque School District. Tripper service is the only demand-response service the District provides in Santa Fe County.

Currently, there is no demand for demand-response service from communities outside the service area. The three-quarter mile complimentary para-transit service covers all areas in the communities where the NCRTD is required to provide that service except a small portion of the La Puebla community.

Background:

The NCRTD Board of Directors adopted the current Demand-Response and Complimentary Para-Transit policy at its July 15, 2011 meeting. At that meeting, Board Member Robert Seeds requested that staff investigate the expansion of the demand-response and complimentary para-transit service area. This item was heard before the Finance Committee at its meeting on January 27, 2012.

Demand-Response Service

NCRTD provides demand-response service to an area 15 miles from the Española Park & Ride lot in Rio Arriba County. During the formation of the NCRTD, the transit systems of Rio Arriba County and the City of Española merged with the District. Both transit systems operated a demand-response service. The County's demand-response service area was a 15 mile radius from Española. The City's demand-response service area was 5 miles from the city boundary. Rio Arriba County Board representatives were adamant about keeping that service available to those County residents. As a result, the NCRTD kept the 15 mile demand-response service area in Rio Arriba County.

Demand-response service is provided within Española city limits in areas that do not have a fixed route available. Demand-response service is provided as a "tripper" service for Pojoaque Valley Schools students that live in the Española Public School District. Tripper service is transit service modified to accommodate the needs of school students and personnel. Buses used for tripper service must be clearly marked as open to the public and may not carry designations such as ''School Bus''. The NCRTD picks up students in the Espanola School District and delivers them to the Pojoaque School District bus stop at the Arroyo Seco Fire Station. Tripper service must be made available to the general public pursuant to Federal regulations. The "tripper" service is the only demand-response service the NCRTD provides in Santa Fe County. The tripper service has the same service area boundaries as the Rio Arriba County demand-response service. This tripper service is the only demand-response service the Santa Fe Regional Planning Authority has requested in their service plan. The cost to demand-response passengers for the service is $1.00 each way, 50 cents for senior citizens.

The current Rio Arriba County service area's northern boundaries are the community of Velarde along NM 68 and the community of Rio Chama (County Road 140) along US 84. Each of these boundaries is 15.1 miles from the Española Park & Ride lot. When a client requests demand-response service to or from each of these communities, one-half hour is allotted the driver to arrive at the pickup destination. Passengers from these areas usually travel to Española to either conduct business or make a connection with a bus going to another destination. According to our cost allocation method of determining the cost of a route, demand-response routes are broken down by cost per mile ($.64 per mile), cost per hour ($28.18 per hour) and the cost per vehicle, $10,053.00 per vehicle per year ($40.21 per day or $3.35 per hour). The NCRTD cost to pick up a person in Velarde is as follows:

$.64 X 30 miles = $19.20
30 minutes for origin pickup, $14.09
30 minutes for drop off destination, $14.09
Capital cost of vehicle $3.35 per hour

The total cost to the NCRTD is $50.73 per single passenger or $1.69 per mile.

The southern boundaries include the communities of San Pedro and La Mesilla. All residents of both communities are served by demand-response service.

The Española/Rio Arriba demand-response ridership for FY '11 was 5,920. This fiscal year, ridership is 3,276 through the end of November. If ridership continues at an average of 655 per month, ridership for the year would be projected at 7,861.

The Pojoaque student ridership was 4,724 for FY '11. This fiscal year ridership is 1,161 through November. If ridership continues at an average of 290 per month, ridership for the year would be 2,032.

Complimentary Para-Transit Service

ADA complementary para-transit service is provided to origins and destinations within ¾ mile of fixed route service and within the core service area. Para-transit service is offered along the following routes:

Riverside Drive Fixed Route
Westside Española Fixed Route
Santa Clara Fixed Route
Española-Chimayo Fixed Route and
Chimayo- Trampas Fixed Route.

All other routes are considered commuter routes and are exempt from this para-transit service guideline (Section 37.131© of 49 CFR 37).

Those areas of the City of Española that are not served by para-transit service are served with demand-response service. Para transit service along the Santa Clara route covers all the populated areas of the Santa Clara Pueblo. The northern portions of the Santa Clara route (Hernandez, El Duende, Chamita) that aren't covered by para-transit service are covered by demand-response service. Along the Chimayo route, all of Cuarteles, Chimayo, Rio Chiquito and Cordova are served by complimentary para transit service. There is a very small portion of the La Puebla community that is not served by complimentary paratransit service. That area lies south of East and West Arroyo del Alamo (County Road 88-D)

Demand-Response Service Expansion

It may be possible to extend the demand-response service areas, north along both NM 68 and US 84. The next community north along NM 68 is Embudo. It is 7(14 miles both ways) miles from Velarde to Embudo at the NM 68/NM 75 intersection (Dixon turn off). The first 5 miles of that service extension is sparsely populated. The seven mile extension to the Dixon turn off would add $23.66 to the $50.73 it costs to provide service to the Velarde community.

Along US 84, the next communities north are Medanales and Tierra Azul, two miles and four miles respectively. Both communities have a sizeable population that might use our service. According to the web site zipcodes.com, Medanales has a population of 928. No population information was available, on-line for Tierra Azul. A conservative estimate would be 300. Adding four miles (eight miles both ways) to the service area would add $13.52 to the $50.73 cost of service to County Road 140.

Complimentary Para-Transit Service Expansion

Consideration may be given to expansion of para-transit service in the community of La Puebla south of County Road 88-D. This would provide service to the small area of the community that lies outside the current service boundary. All other areas along the non-commuter routes are adequately served by the current service.

Recommended Action:

Staff recommends expansion of the complimentary para-transit service to one mile in the La Puebla area. This recommendation is based on the fact that the District would cover the entire La Puebla community. While there is no current demand for para transit service in that area, the expansion would create a definite demarcation point as to where the service ends. The expansion would also eliminate possible arguments with clients who live on the border of the three quarter mile boundary.

Currently, on a consistent basis, the furthest destination north that we pick up passengers is the community of Chili, 10.5 miles north of Española. There is no demand for demand-response service further than our current service boundary.

Staff recommends that the demand-response service area not be expanded.

The Finance Sub-committee at their January 27 meeting voted unanimously, to recommend expansion of complimentary para-transit service to one mile in the La Puebla area for consideration during the FY '13 budget preparation.

Options/Alternatives:

Options available to the Board of Directors are:

Adopt the recommendations of the Finance Sub-committee; or
Reject the recommendation of the Finance Sub-committee; or
Request more investigation; or
Do nothing.

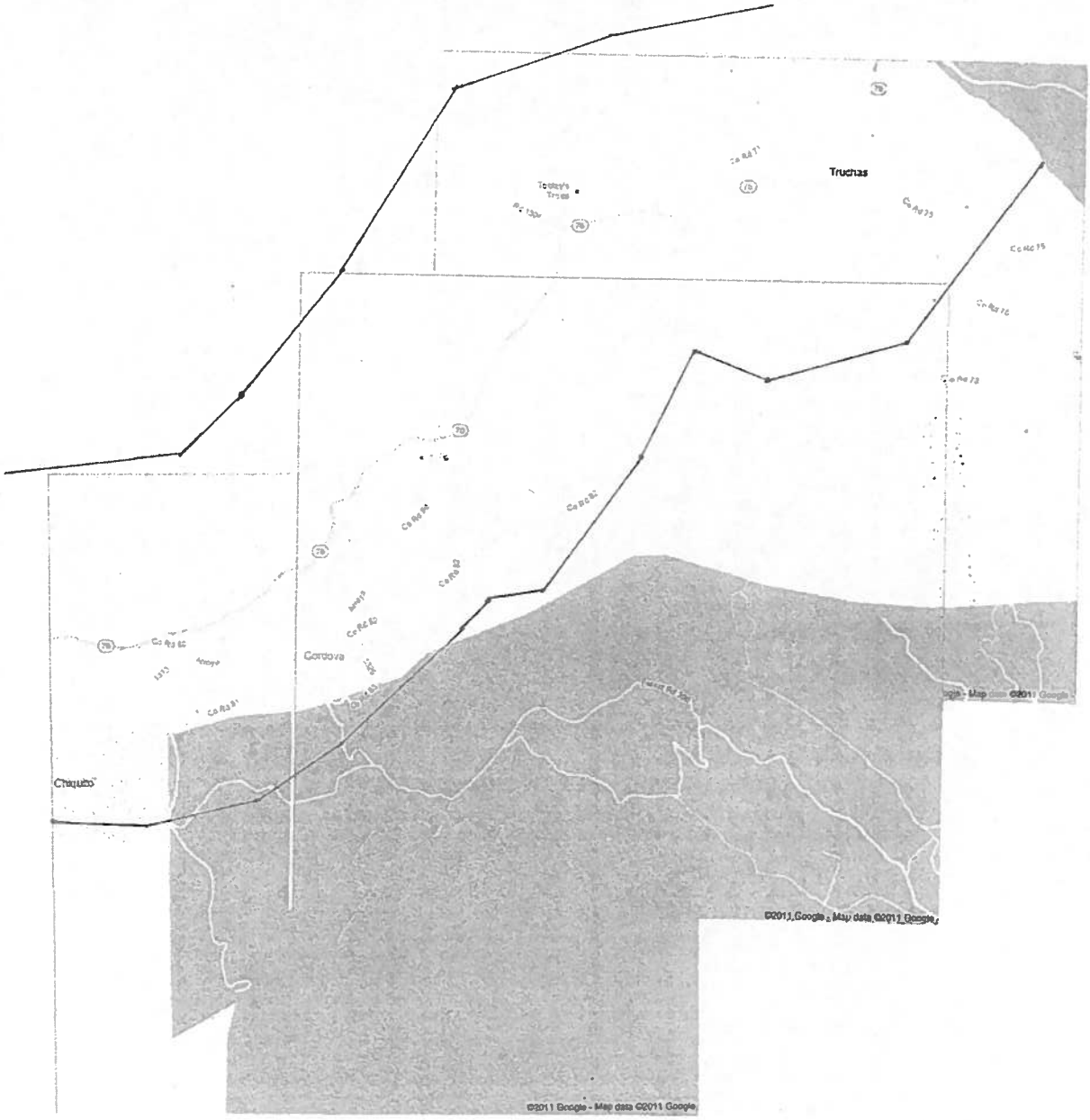
Fiscal Impact:

Based on one La Puebla resident using the para-transit service twice a week (most regulars ride twice a week) the additional annual cost to the NCRTD will be $5,027.00.

Attachments:

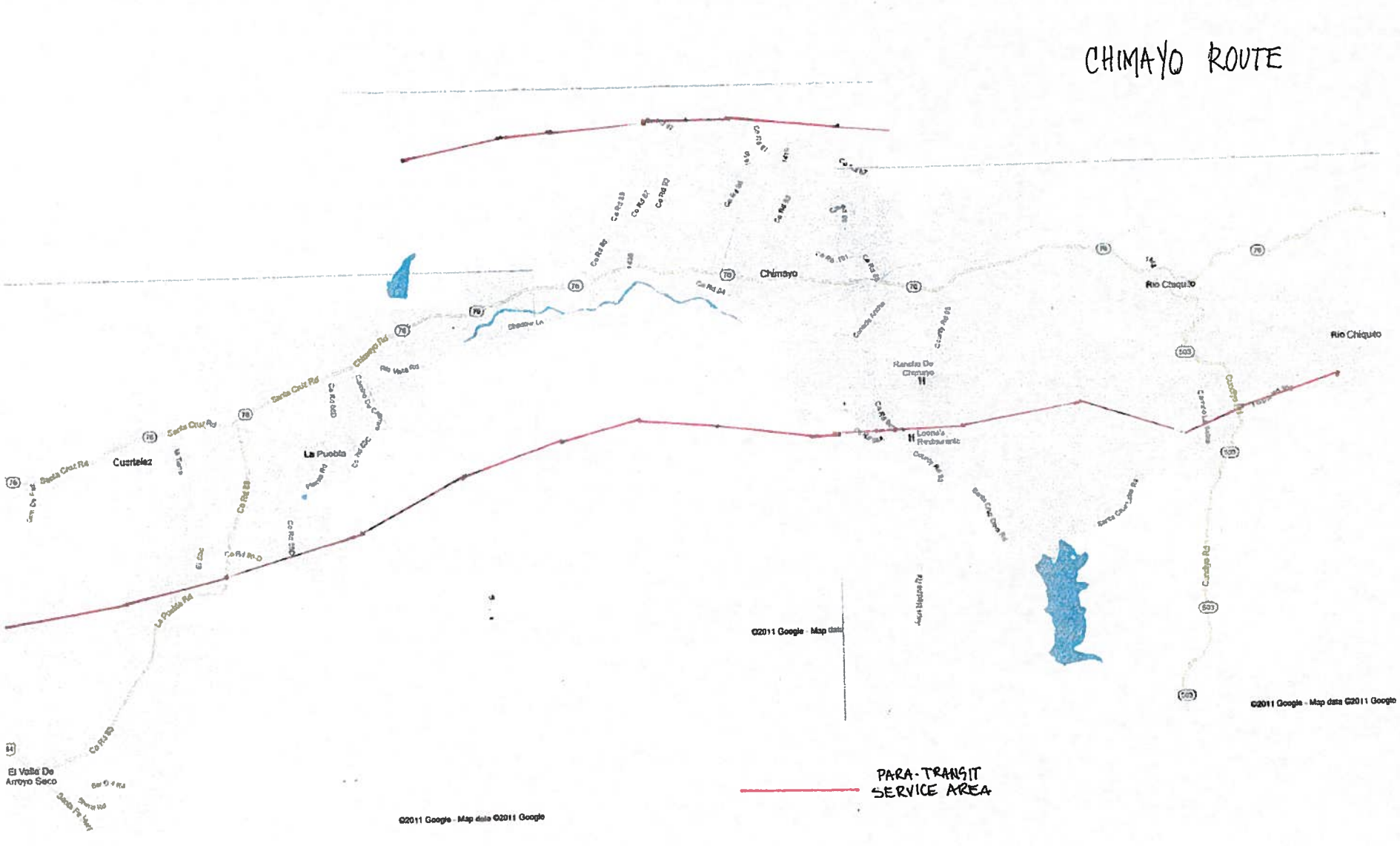
Demand-Response Service Map
Chimayo Route Service Map
Las Trampas Rote Service Map

LAS TRAMPAS ROUTE

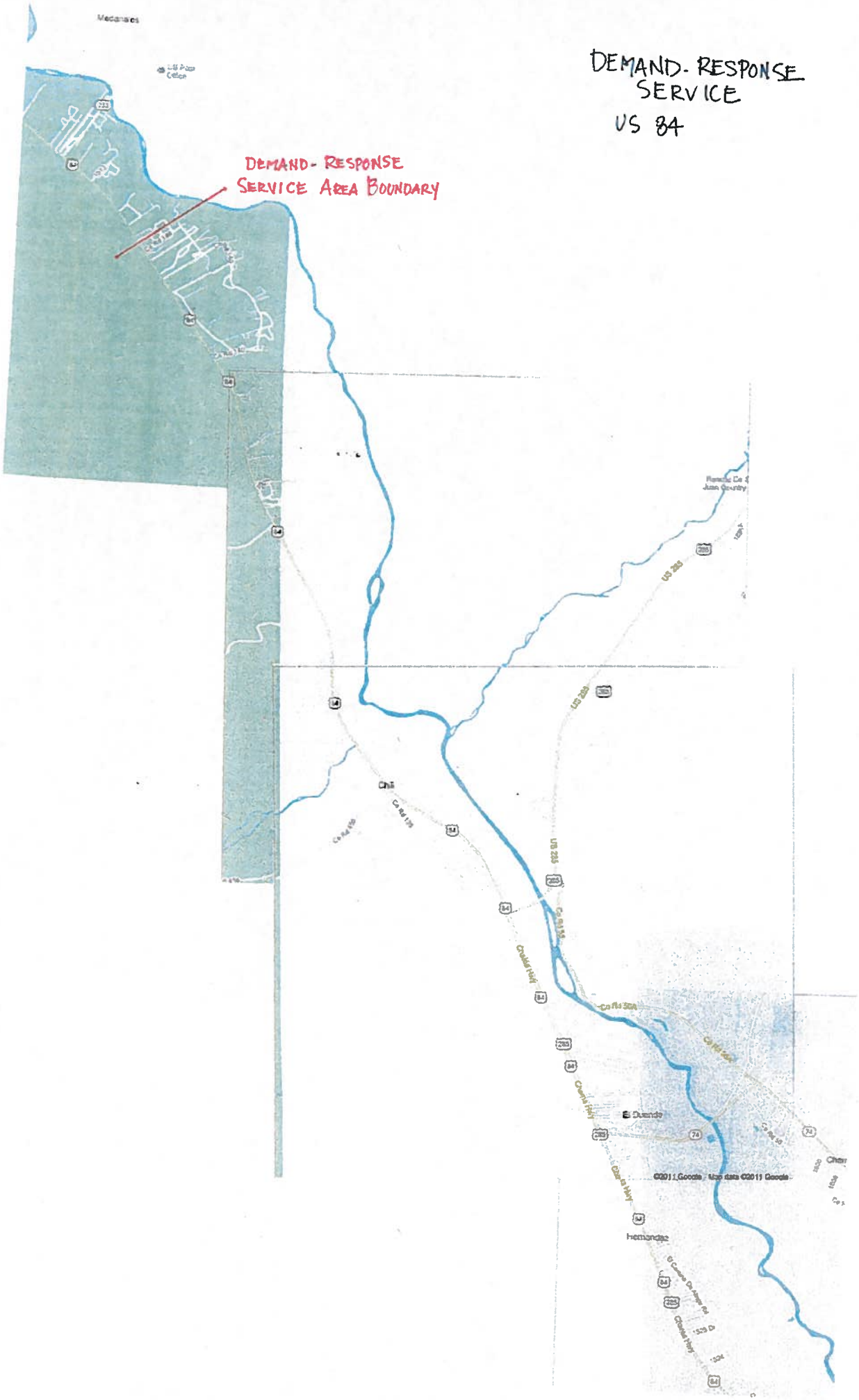


PARA-TRANSIT SERVICE AREA

CHIMAYO ROUTE



DEMAND-RESPONSE SERVICE
US 84



Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 10, 2012

Agenda Item # E

Title: Fleet Fuel Card Policy and Resolution

Prepared By: Ivan Guillen, Regional Operations Manager

Summary:

This is a general policy to establish the use and monitoring of the NCRTD fleet fuel cards.

Background:

At the last Board of Director's meeting, January 13, 2012, staff was directed to create a fuel card policy.

Recommended Action:

Staff recommends adoption of both the fuel card policy and the resolution.

Options/Alternatives:

The Board of Directors has the following options:

Adopt the policy and resolution as presented; or
Amend the policy and resolution; or
Do nothing

Fiscal Impact:

Possible savings to the NCRTD fuel costs.

Attachments:

NCRTD Fleet Fuel Card Policy
Fleet Fuel Card Policy Resolution

NORTH CENTRAL REGIONAL TRANSIT DISTRICT
Fleet Fuel Card Policy
Exhibit A

PURPOSE

The purpose of this general policy is to ensure that those employees and other users authorized by the North Central Regional Transit District (NCRTD or District) to conduct NCRTD business ('authorized users') use the fleet card appropriately so that the District's financial resources are appropriately utilized and accounted for and that fleet assets are efficiently and cost-effectively operated and managed. The Executive Director will promulgate and issue administrative and operational procedures for the implementation of this policy.

BACKGROUND

The fleet card program offers authorized users a widely accepted fleet card for the purchase of fuel necessary for the safe, efficient operation of District vehicles. Wright Express Fleet Services (hereinafter WEX) provides the fleet card program to the state through a contract managed by New Mexico General Services Department, State Purchasing Division

The fleet card program also includes a reporting function that helps track vehicle usage and costs. The District Fleet Management Information System collects and utilizes this information in order to ensure the effective, efficient utilization of District vehicles and financial resources

FLEET FUEL CARD POLICY

Administrator

The Executive Director will designate a Fleet Card Administrator to oversee and manage the fleet card program at the North Central Regional Transit District.

Fleet Cards Assigned to Vehicles

A fleet card will be issued to each NCRTD vehicle.

Fleet cards are to be used for retail purchases of fuel used in District vehicles.

Only one fuel card shall be issued to a District vehicle.

All Fleet Cards

Employees required to drive vehicles will receive a Driver Identification Number (DIN) that can be used with any fuel card assigned to vehicles operated by the NCRTD. The issuance of DINs will be managed by the Fleet Card Administrator utilizing WEX Online™.

Acceptable Card Uses

Acceptable purchases using a fleet card are fuel purchases only and only for the operation of District vehicles.

Fuel Purchases

Fuel Purchases are restricted to self-service regular unleaded fuel for those vehicles that use unleaded fuel or diesel fuel for those vehicles that use diesel fuel.

Non-Fuel Purchases

Non-fuel purchases are restricted to vehicle washes for those vehicles that can be *safely* driven through a self service carwash.

Unacceptable Card Uses

The Fleet card shall not be used for any purchase other than fuel related to the operation of District vehicles.

Use of the Fuel Card for Personal Purchases Prohibited

Under no circumstances is an employee permitted to use the fuel card for personal purchases including fuel for personal vehicles or other non-District owned or operated vehicles.

Consequences of Improper Use

Prohibited uses will result in disciplinary action, up to and including termination from NCRTD employment and criminal prosecution.

Card Controls

Card Controls are controls that are placed on fleet cards by the Fleet Card Administrator at the fleet card vendor level. There are two basic types of controls: soft controls, in which Fleet Services is notified about a purchase that appears to be outside the scope of normal card purchasing, and Hard Controls, which disallows products or dollar amounts that are outside the scope of normal card purchasing.

Card Spending Limits

Cards are limited to a reasonable number of transactions with a preset dollar limit. These limits are set based on typical needs for normal vehicle operation. Limits will be reviewed on a regular basis and, if needs and economic conditions dictate, adjusted accordingly.

Finance Department "Audit" Process

This audit will be conducted on a random sample basis, with an appropriate sample percentage of transactions reconciled each month, based on the volume of transactions.

North Central Regional Transit District (NCRTD)

Resolution 2012-06

A RESOLUTION ADOPTING AND ESTABLISHING A GENERAL POLICY GOVERNING THE USE OF A FLEET FUEL CARD.

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et. seq.); and

WHEREAS, the NCRTD wishes to establish requirements for managing and using fuel cards for efficient and cost-effective fuel purchases when conducting District business; and

WHEREAS, this policy applies to all employees that operate NCRTD owned, fuel-powered vehicles; and

NOW, THEREFORE, BE IT RESOLVED that the North Central Regional Transit District Board of Directors hereby adopts the Fleet Fuel Card Policy as shown in Exhibit A attached hereto and made a part of this Resolution.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 10TH DAY OF FEBRUARY, 2012.

_____

Rosemary Romero, Chair

Approved as to form:

_____

Peter Dwyer, Counsel

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 10, 2012

Agenda Item # F

Title: Review and acceptance of Goals and Objectives for Executive Director

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: The attached document reflects the Goals and Objectives that were developed and reviewed by the Executive Officers and Chairs of the Finance and Tribal Subcommittee. The attendees that participated in the process of reviewing this document were Chairwoman Rosemary Romero, Secretary/Treasurer Geoff Rodgers, Finance Subcommittee Chair Tim Vigil and Tribal Subcommittee Chair Mary Lou Valerio.

Background: The Executive Directors employment agreement requires that annual goals and objectives be developed.

Recommended Action: It is recommended that the Board move for acceptance of the attached Goals and Objectives.

Options/Alternatives: N/A

Fiscal Impact: None

Attachments:

Goals and Objectives

Anthony J. Mortillaro, Executive Director

Performance Goals and Objectives for September 2011 – June 2012

Goals are divided into three categories:

- Organizational Goals;
- Project and Service Delivery Goals, the activities that will improve transportation for the public; and
- Administrative Goals, the actions aimed at maximizing the effectiveness of the District's internal operations.

Organizational Goals

Goal 1: Develop a long-range strategic financial and capital plan.

Objectives:

a. Create a 10 year long range financial plan for presentation to the Board and adoption.
b. Develop a 10 year capital equipment and facilities improvement plan for presentation to the Board and adoption.

Goal 2: Maximize state, federal and local funding.

Objectives:

a. Continue to work with NMDOT and submit funding requests.
b. Continue to seek out new funding from various sources.
c. Continue to work with Tribal Members to apply for funding requests.
d. Continue to work with municipal and county members on funding partnerships opportunities.

Goal 3: Increase the visibility of the NCRTD.

Objectives:

a. Renew district informational materials to reflect district initiatives (ongoing).
b. Expand outreach to media outlets.
c. Meet individually at least once annually with each member district and present the Districts Annual Report.
d. Develop strategic marketing plan.
e. Improve Web Site.
f. Maintain transparency.

Goal 4: Service Plan.

Objectives:

a. Continue implementation of the service plan goals as funded.
b. Update service plan as long as funding is provided (FY 12/FY 13).

Project and Service Delivery Goals

Goal 5: Manage construction of new RTD facility (recognizing that this project was in an advanced construction phase prior to Executive Director's tenure).

Objectives:
a. Oversee construction manager and project staff.
b. Ensure project is completed no later than April 2012.
c. Ensure an orderly occupancy of the facility.

Administrative Goals

Goal 6: Financial Management.

Objectives:
a. Ensure Annual Audits are timely.
b. Oversee and implement corrections and reforms to address management findings in past audits.
c. Revise financial policies.

Goal 7: Fill staff vacancies, initiate transition of assignments and support professional development of all staff.

Objectives:
a. Fill vacant positions with qualified individuals.
b. As staff transition occurs, evaluate the opportunities for reorganization.
c. Promote professional development of staff through training, educational coursework and participation in professional associations (ongoing).
d. Evaluate the need to require CDL certification for all drivers and associated compensation practices.
e. Ensure that all driver training requirements are brought into compliance provided appropriate funding is allocated by the Board.

Goal 8: Update policies and procedures.

Objectives:
a. Review district personnel policies, practices and procedures.
b. Revise district administrative policies and procedures

Goal 9: Ensure that the Executive Director understands Board members' and member goals for the organization.

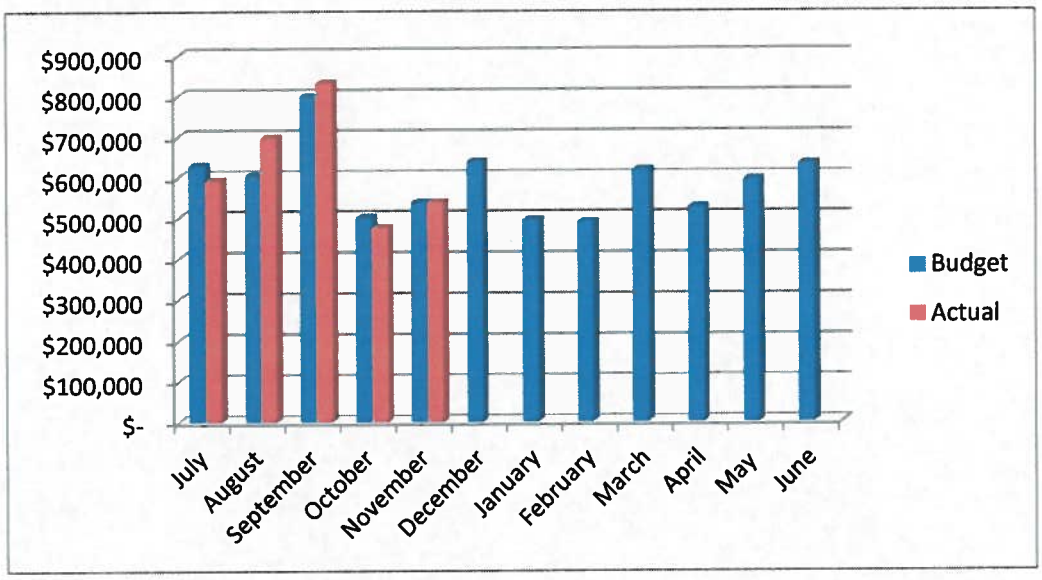
Objectives:
a. Meet with each Board member to discuss his or her ideas on goals and objectives for the district.
b. Meet with executive staff from member entities to review goals and priorities.
c. Update Executive Director's goals to reflect Board member and member comments.

DRAFT

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue Thru January 2012



Budget to Actual FY2012

($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 629,761	$ 592,835	94%
August	$ 603,758	$ 696,792	115%
September	$ 799,524	$ 832,939	104%
October	$ 502,282	$ 476,325	95%
November	$ 539,265	$ 538,683	100%
December	$ 639,028		
January	$ 496,347		
February	$ 491,010		
March	$ 618,868		
April	$ 526,774		
May	$ 595,163		
June	$ 634,149		
November 2011 YTD	**$ 7,075,929**	**$ 3,137,574**	**44%**

Prior Year vs. Current Year

($ thousands)

	Prior Year FY2011	Current Year FY2012	Inc/Dec from Prior Year to Current Year
July	$ 681,487	$ 592,835	$ (88,652)
August	$ 610,886	$ 696,792	$ 85,906
September	$ 879,235	$ 832,939	$ (46,296)
October	$ 557,509	$ 476,325	$ (81,184)
November	$ 548,199	$ 538,683	$ (9,516)
December	$ 681,021		
January	$ 514,956		
February	$ 503,945		
March	$ 633,897		
April	$ 535,321		
May *	$ -	$ -	
June *	$ -	$ -	
November 2011 YTD	**$ 6,146,456**	**$ 3,137,574**	**$ (139,742)**

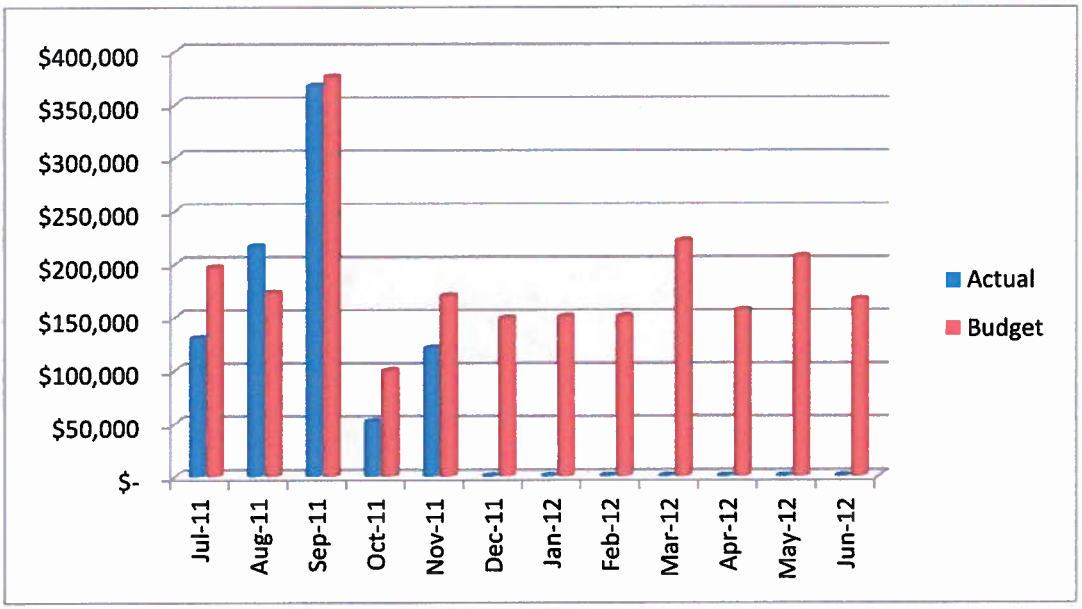
* Note in FY11 we only received 10 months of actual GRT due to the fact that the tax did not start until July of 2010 and GRT lags about 2 months behind

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



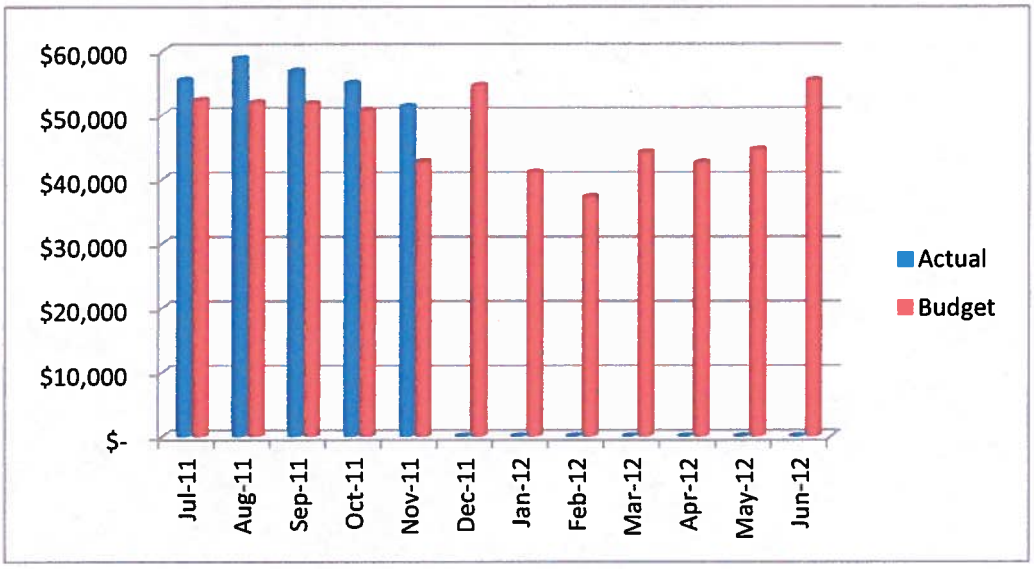
Date Received		Actual	Budget
9/19/2011	Jul-11	$ 130,018	$ 196,543
10/26/2011	Aug-11	$ 215,861	$ 172,528
11/22/2011	Sep-11	$ 367,025	$ 375,711
12/23/2011	Oct-11	$ 51,498	$ 99,157
Not Received	Nov-11	$ 120,772	$ 169,430
	Dec-11		$ 148,735
	Jan-12		$ 150,174
	Feb-12		$ 150,395
	Mar-12		$ 221,554
	Apr-12		$ 156,371
	May-12		$ 206,503
	Jun-12		$ 166,221
	YTD Total	$ 885,173	$ 2,213,322

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



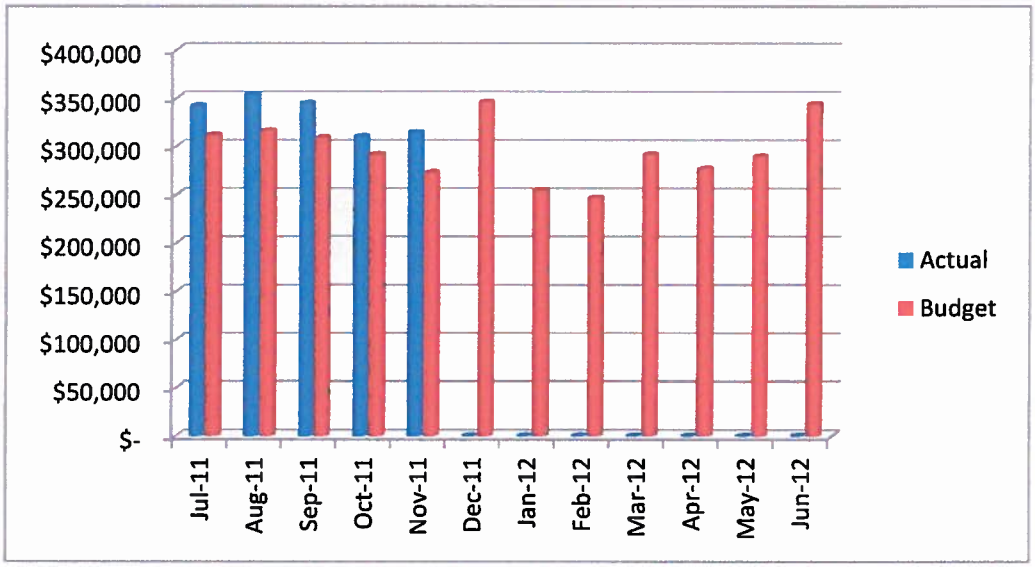
Date Received		Actual	Budget
11/14/2011	Jul-11	$ 55,408	$ 52,248
11/14/2011	Aug-11	$ 58,814	$ 51,907
Not Received	Sep-11	$ 56,781	$ 51,764
Not Received	Oct-11	$ 54,911	$ 50,656
Not Received	Nov-11	$ 51,363	$ 42,696
	Dec-11		$ 54,550
	Jan-12		$ 41,019
	Feb-12		$ 37,153
	Mar-12		$ 44,146
	Apr-12		$ 42,554
	May-12		$ 44,516
	Jun-12		$ 55,319
	YTD Total	$ 277,277	$ 568,528

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue By County

SANTA FE COUNTY



Date Received		Actual	Budget
9/21/2011	Jul-11	$ 341,717	$ 311,575
10/20/2011	Aug-11	$ 353,581	$ 316,188
11/21/2011	Sep-11	$ 344,672	$ 308,913
12/20/2011	Oct-11	$ 310,170	$ 291,347
Not Received	Nov-11	$ 314,413	$ 272,539
	Dec-11		$ 345,997
	Jan-12		$ 253,909
	Feb-12		$ 246,811
	Mar-12		$ 291,525
	Apr-12		$ 276,975
	May-12		$ 289,396
	Jun-12		$ 343,513
	YTD Total	$ 1,664,553	$ 3,548,688

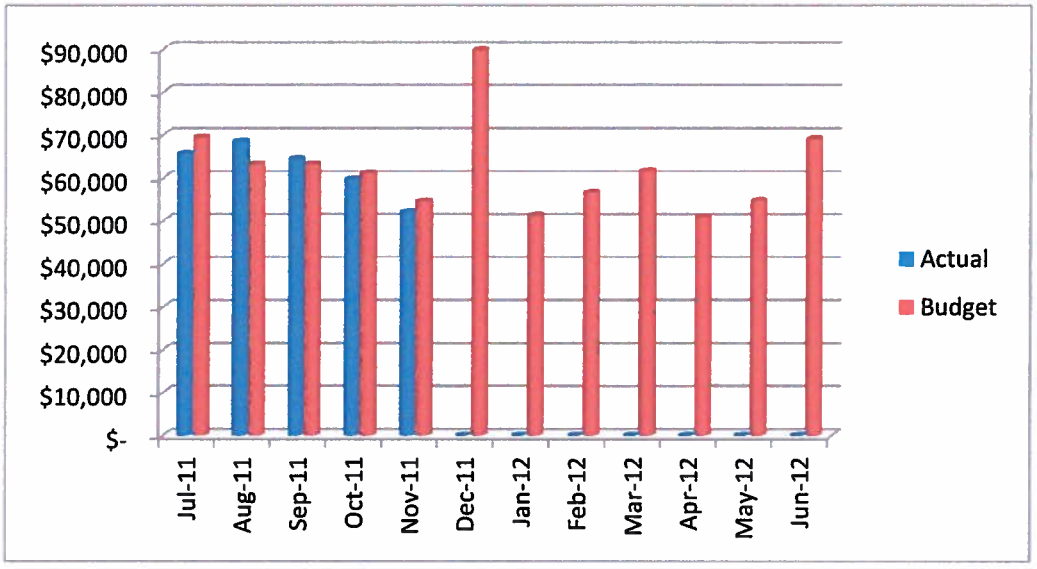
** Note one-half of the SF County GRT is allocated to Rio Metro

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Gross Receipts Revenue By County

TAOS COUNTY

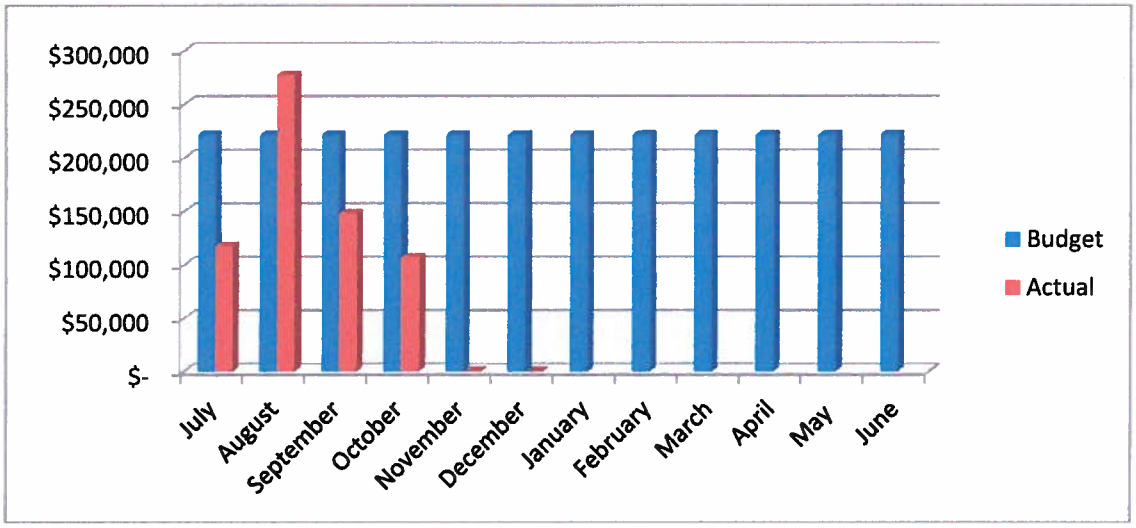


Date Received		Actual	Budget
9/21/2011	Jul-11	$ 65,693	$ 69,396
10/20/2011	Aug-11	$ 68,537	$ 63,135
11/23/2011	Sep-11	$ 64,462	$ 63,135
12/22/2011	Oct-11	$ 59,745	$ 61,122
1/20/2012	Nov-11	$ 52,134	$ 54,600
	Dec-11		$ 89,745
	Jan-12		$ 51,246
	Feb-12		$ 56,650
	Mar-12		$ 61,644
	Apr-12		$ 50,873
	May-12		$ 54,749
	Jun-12		$ 69,096
	YTD Total	$ 310,571	$ 745,391

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Grant Revenue



Budget to Actual FY2012
($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 221,215	$ 117,255	53%
August	$ 221,215	$ 277,214	125%
September	$ 221,215	$ 147,307	67%
October	$ 221,215	$ 106,559	48%
November	$ 221,215	$ -	
December	$ 221,215	$ -	
January	$ 221,215		
February	$ 221,215		
March	$ 221,215		
April	$ 221,215		
May	$ 221,216		
June	$ 221,216		
January 2012 YTD	**$ 2,654,582**	**$ 648,335**	

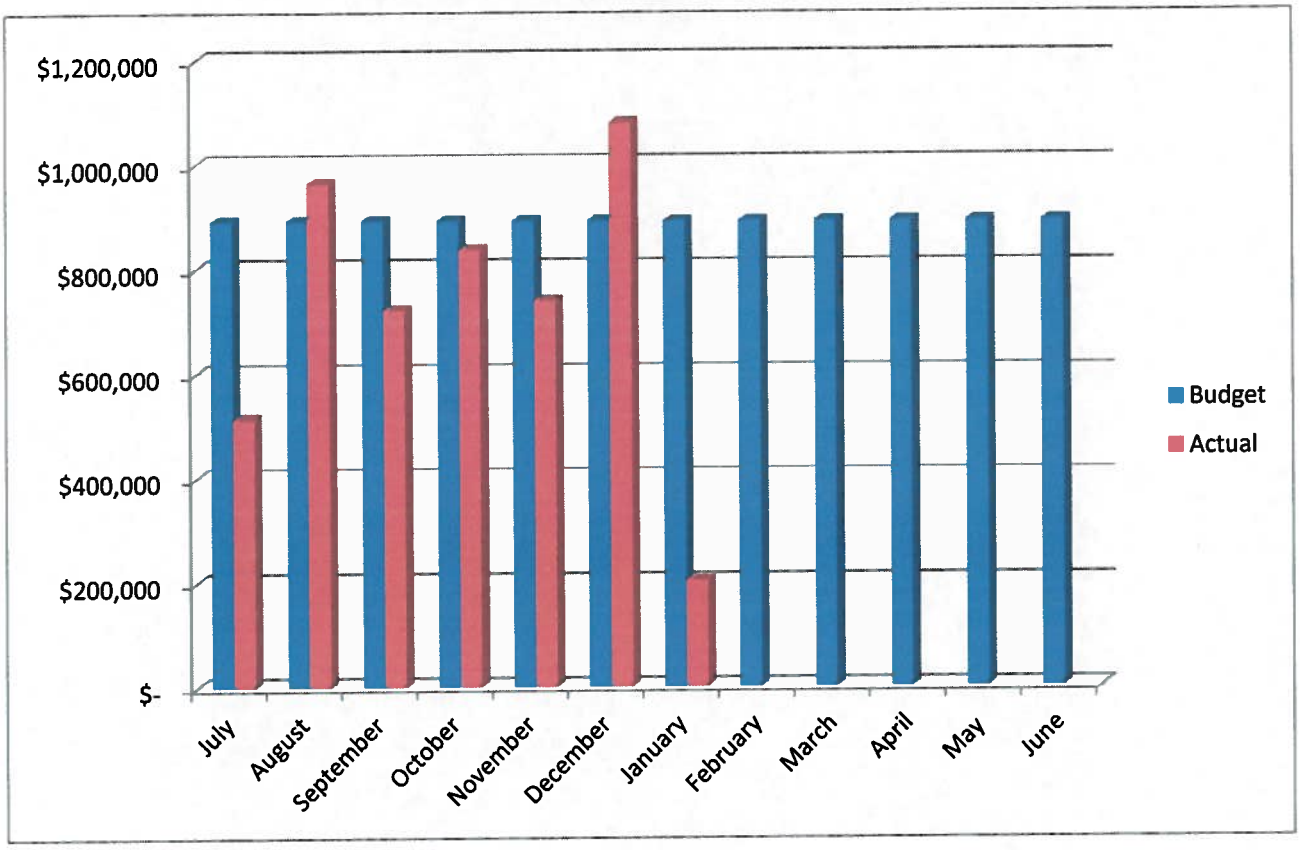
Prior Year vs. Current Year
($ thousands)

	Prior Year FY2011	Current Year FY2012	Inc/Dec from Prior Year to Current Year
July	$ 163,386	$ 117,255	$ (46,131)
August	$ 84,915	$ 277,214	$ 192,299
September	$ 115,647	$ 147,307	$ 31,660
October	$ 84,949	$ 106,559	$ 21,610
November	$ 148,331		
December	$ 126,966		
January	$ 94,937		
February	$ 8,241		
March	$ 189,863		
April	$ 94,204		
May	$ 207,289		
June	$ 440,980		
January 2012 YTD	**$ 1,759,708**	**$ 648,335**	

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

NCRTD BUDGET OVERALL



Budget to Actual FY2012
($ thousands)

		Budget	Actual	Inc/Dec of Budget vs Actual
	July	$ 891,640	$ 513,658	$ 377,982
	August	$ 891,640	$ 963,642	$ (72,002)
	September	$ 891,640	$ 721,573	$ 170,067
	October	$ 891,640	$ 836,426	$ 55,214
	November	$ 891,640	$ 739,593	$ 152,047
	December	$ 891,640	$ 1,080,303	$ (188,663)
**	January	$ 891,640	$ 202,781	$ 688,859
	February	$ 891,640		
	March	$ 891,641		
	April	$ 891,641		
	May	$ 891,641		
	June	$ 891,641		
	January 2012 Y	**$ 10,699,684**	**$ 5,057,976**	**$ 5,641,708**

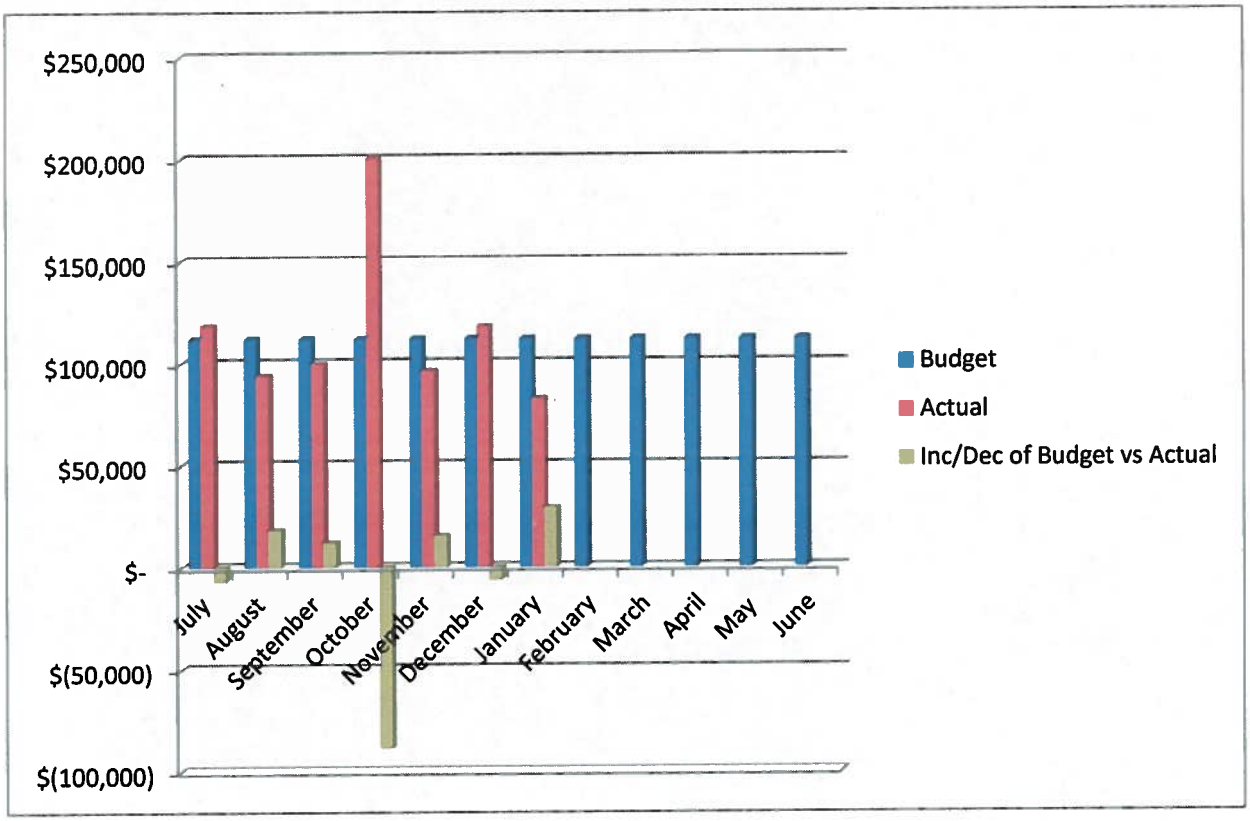
TOTAL NCRTD Budget $ 10,699,684

** Still processing January documents. Not a final number

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Administration Expense Summary



Budget to Actual FY2012
($ thousands)

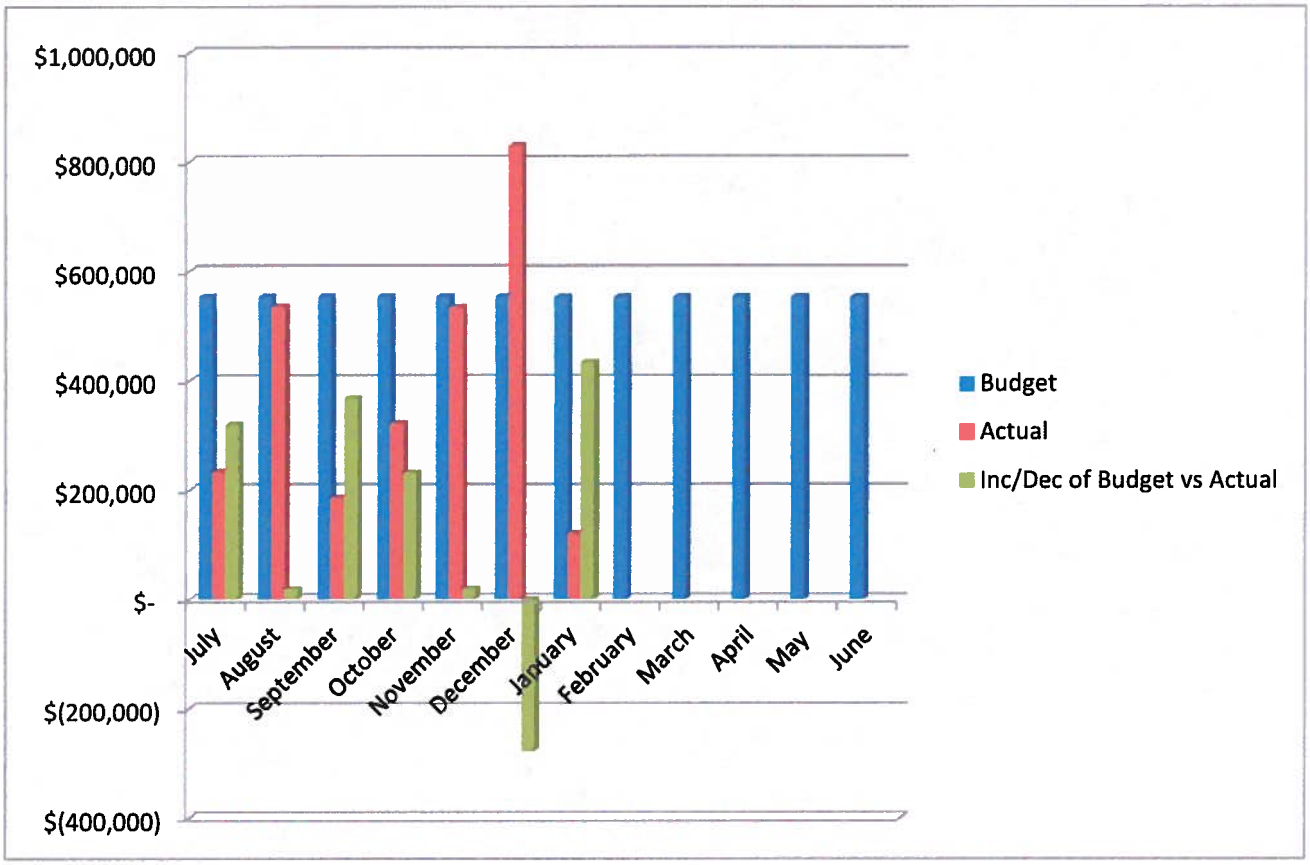
		Budget	Actual	Inc/Dec of Budget vs Actual
	July	$ 112,226	$ 118,826	$ (6,601)
	August	$ 112,226	$ 93,923	$ 18,303
	September	$ 112,226	$ 99,915	$ 12,311
	October	$ 112,226	$ 200,874	$ (88,649)
	November	$ 112,226	$ 96,559	$ 15,667
	December	$ 112,226	$ 118,295	$ (6,070)
**	January	$ 112,226	$ 82,838	$ 29,388
	February	$ 112,226		
	March	$ 112,226		
	April	$ 112,226		
	May	$ 112,226		
	June	$ 112,226		
	January 2012 YTD	**$ 785,579**	**$ 811,230**	**$ (25,652)**
	TOTAL Admin Budgets	**$ 1,346,706**		

** Still processing January documents. Not a final number

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Operating Expense Summary



Budget to Actual FY2012
($ thousands)

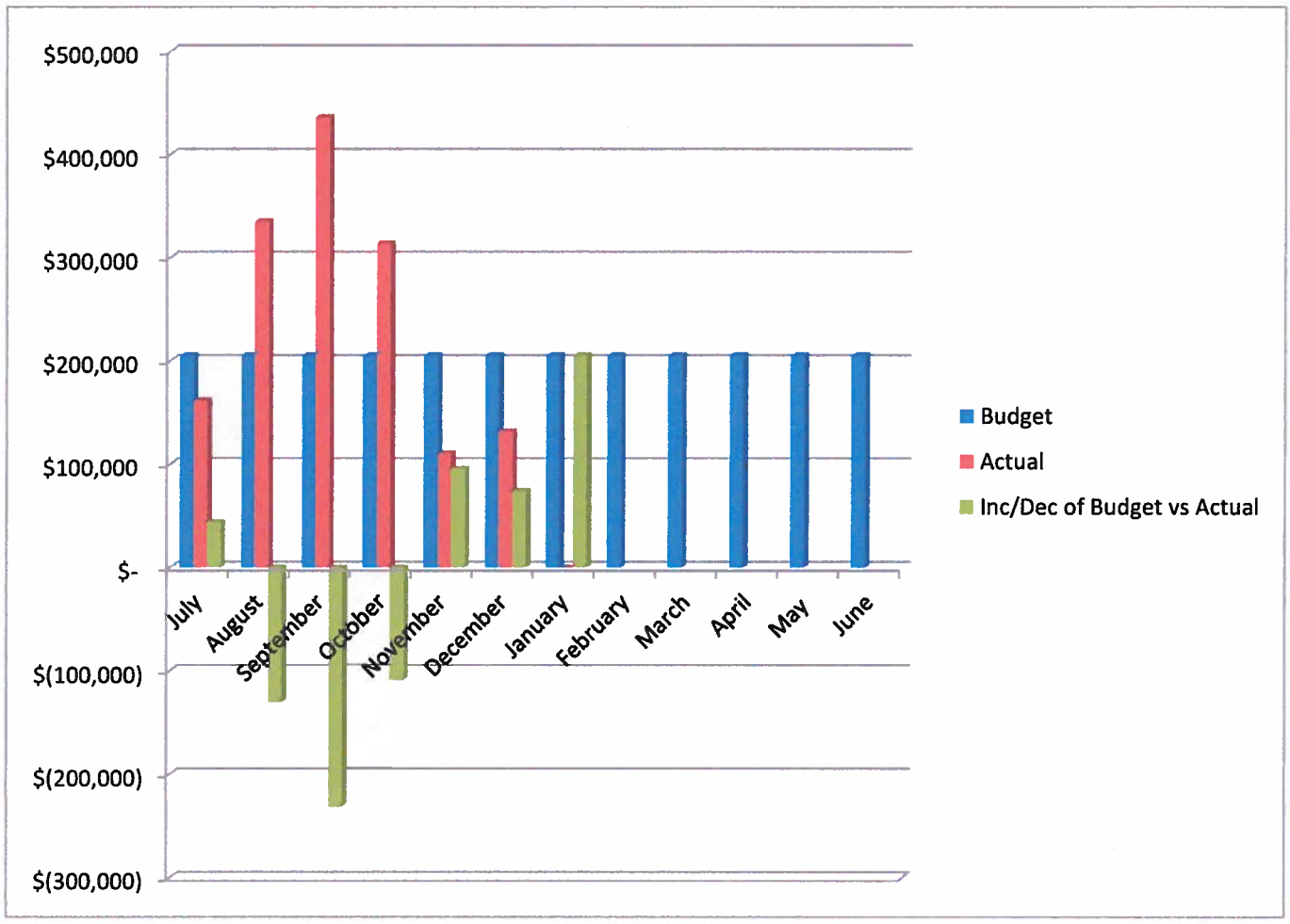
		Budget	Actual	Inc/Dec of Budget vs Actual
	July	$ 553,393	$ 233,373	$ 320,020
	August	$ 553,393	$ 534,427	$ 18,966
	September	$ 553,393	$ 185,668	$ 367,725
	October	$ 553,393	$ 321,878	$ 231,515
	November	$ 553,393	$ 533,302	$ 20,091
	December	$ 553,393	$ 830,383	$ (276,990)
**	January	$ 553,393	$ 119,943	$ 433,450
	February	$ 553,393		
	March	$ 553,393		
	April	$ 553,393		
	May	$ 553,393		
	June	$ 553,393		
	January 2012 YTD	**$ 6,640,716**	**$ 2,758,974**	
	TOTAL Operating Budgets	**$ 6,640,716**		

** Still processing January documents. Not a final number

MONTHLY BOARD REPORT

FY2012 (July 1, 2011 to June 30, 2012)

Capital Expense Summary



Budget to Actual FY2012
($ thousands)

		Budget	Actual	Inc/Dec of Budget vs Actual
	July	$ 205,188	$ 161,459	$ 43,729
	August	$ 205,188	$ 335,292	$ (130,104)
	September	$ 205,188	$ 435,990	$ (230,802)
	October	$ 205,188	$ 313,674	$ (108,486)
	November	$ 205,188	$ 109,732	$ 95,456
	December	$ 205,188	$ 131,625	$ 73,563
**	January	$ 205,188	$ -	$ 205,188
	February	$ 205,189		
	March	$ 205,189		
	April	$ 205,189		
	May	$ 205,189		
	June	$ 205,189		
	January 2012 YTD	**$ 2,462,261**	**$ 1,487,772**	
	TOTAL Capital Budget	**$ 2,462,261**		

** Still processing January documents. Not a final number

EXECUTIVE REPORT
For January 2012

EXECUTIVE

- Attendance in various NCRTD staff and subcommittee meetings, including Board and Finance subcommittee meetings
- Executive Director and the project manager for the Jim West Transit Center met with specialists, and contractor regarding issues with Jim West Center, researched solutions and specialists for soil condition
- Met with the City Manager of Espanola regarding site improvements, particularly to Silkey Way Road and willingness to enter into a reimbursement agreement on this roadway construction.
- Met with new Board member Commissioner Holian for orientation to the NCRTD Board
- Presented at Board of County Commissioner's meeting on January 10th
- Attended Santa Fe MPO Technical Committee meeting on January 23rd .
- Attended the Rio Metro Board meeting on January 20th
- Represented the District at the annual legislative reception at the Santa Fe Chamber of Commerce function on January 23rd in order to advertise and educate the public and officials regarding NCRTD services
- Attended the MPO Technical coordinating Committee meeting on January 23rd
- Attended the City of Santa Fe and Santa Fe County's Regional Planning Committee's meeting on January 24th
- Presented at the Highway Commission Meeting in Santa Fe on January 26th
- Attended NMDOT Provider's Group meeting with Operations on January 26th
- Met with NCRTD drivers regarding various operational and personnel issues
- Communicated with various reporters regarding the progress and issues of the Jim West Center
- Prepared and collaborated on legislative presentation for capital funding request

- Preparation and budget analysis for special board meeting on February 1st
- Revision and creation of various NCRTD policies, including personnel, financial, marketing, and operational policies, including the implementation of new Technology and Telecommunications System Policy and extensive revisions to Personnnel Rules and Regulations for first time since 2007
- Executive Director maintained continuous communication with board members, subcommittee members, and Chair
- Addressed issue related to fiber optic service to new building and Voice Over Internet Protocol service
- Conducted an employee disciplinary appeal hearing
- Conducted discussion with Los Alamos County staff regarding Progress Through Partnering Funding program
- Created draft Capital Plan for FY 13 budget

OPERATIONS

- Completed December Ridership Reports. E-mailed to the NCRTD Board and members and guests of the RPA
- Ordered shelter parts, signs, and schedule holders
- Research continued on DOT/FTA checklist of regulations and compliance items
- Research and creation of fuel card policy and procedures
- Implementation of web auction service for surplus vehicles
- Procuring additional radios and vehicle lifts
- Conducted safety meeting for drivers
- Interviews and hiring process underway for transit drivers
- Driver uniforms delivered